

UNITED STATES COURT OF APPEALS

District of Columbia Circuit

MARK J. LANGER
Clerk of Court



E. Barrett Prettyman U.S. Courthouse
333 Constitution Avenue, N.W.
Washington, D.C. 20001-2866
Telephone (202) 216-7000

Position Title: ECF CASE ADMINISTRATOR
Announcement Number: USCA-06-03

Salary Range: \$32,490 - \$52,794 (CL-24, comparable to a GS-8),
depending on qualifications.
Promotion Potential: \$58,349 (CL-25)
Position Location: Washington, D.C.

Opening Date: February 7, 2006
Closing Date: Open until Filled

The U.S. Court of Appeals for the D.C. Circuit Clerk's Office offers an opportunity for self-motivated individuals with a strong work ethic to launch or continue a career in public service. Our prestigious environment consists of challenging and rewarding work, and the potential for advancement for bright people with strong initiative.

POSITION SUMMARY: The Office of the Clerk is seeking a highly qualified individual with excellent automation and analytical skills to serve as an ECF Case Administrator. The incumbent receives and processes new cases on appeal from the district court and administrative agencies, and maintains the official case events summary on the automated court docket from opening to final disposition. The incumbent will also serve as back-up to the Courtroom Deputy/ Attorney Admissions Clerk.

RESPONSIBILITIES: The incumbent reviews notices/petitions for timeliness and initial jurisdictional defects; identifies cases which require expedited consideration and refers to the appropriate personnel; reviews pleadings to ensure compliance with the court's rules; identifies cases for consolidation; accurately enters information into the automated case management system; prepares procedural and scheduling orders; monitors briefing and other due dates; and responds to inquiries from chambers, court staff, counsel and the public. The incumbent ensures the integrity and quality of case-related databases.

QUALIFICATIONS: Demonstrated experience in word processing, web-based environments, and data entry are required. Familiarity with electronic case filing, especially the CM/ECF (Case Management/Electronic Case Filing) system, is desirable. Good judgment, the ability to apply concepts to determine what action needs to be taken, oral and written communication skills, and good proofreading skills are essential.

The applicant must be a high school graduate or equivalent. In addition, applicant must have a minimum of two years general experience plus one year specialized experience involving use of automation skills and the demonstrated ability to apply a body of rules, regulations, directives or laws. Experience in a court or legal setting is desirable.

REQUIREMENTS: Because the D.C. Circuit entertains a large number of high-profile and sealed cases, employees are subject to strict confidentiality requirements. The selectee is subject to a background check as a condition of employment.

The successful applicant must be a United States citizen or eligible to work for the United States. The selected applicant will serve a one-year probationary period. All positions in the Clerk's Office are excepted appointments and are "at will." The United States Court of Appeals is an Equal Employment Opportunity employer. The selected applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.

Send resumé and cover letter to:

U.S. Court of Appeals for the D.C. Circuit
333 Constitution Avenue, N.W., Room 5434
Washington, D.C. 20001-2866
Attn: Valory Miller, Personnel Specialist
Announcement # USCA-06-03